



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BLISS
1 PERSHING ROAD
FORT BLISS, TEXAS 79916-3803

REPLY TO
ATTENTION OF:

IMBL-EE

POLICY MEMORANDUM # 21

10 December 2012

SUBJECT: Individuals with Disabilities, Disabled Veterans and Request for Reasonable Accommodations

1. Reference: The Rehabilitation Act of 1973, Section 501 and 505 and Executive Order 13164.
2. The Rehabilitation Act of 1973 requires Federal Agencies to provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause undue hardship on the agency. An accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. A specific accommodation that involves significant difficult or expense is considered an undue hardship. Three categories of reasonable accommodations are:
 - a. Modifications or adjustments to a job application process to permit an individual with a disability to be considered for a job (such as providing application forms in alternative formats like large print or Braille).
 - b. Modifications or adjustments that enable a qualified individual with a disability to perform the essential functions of the job (such as providing sign language interpreters).
 - c. Modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment (such as removing physical barriers in an office setting).
3. Procedures for Requesting Reasonable Accommodations:
 - a. An employee or job applicant may initiate a request for reasonable accommodation, either orally or in writing.
 - b. An individual's request begins when the individual makes that request to any of the following: his/her supervisor; a supervisor or manager in his/her immediate chain of command; or to the Garrison Equal Employment Opportunity Office (EEO).
4. Processing a Request for Reasonable Accommodations:
 - a. First-line supervisors or managers are authorized to approve requests.
 - b. The Garrison EEO Officer is designated as the Disability Program Manager.

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c. The Garrison EEO Officer will oversee the agency's reasonable accommodation process. The EEO Office acts as a resource for Individuals with Disabilities and agency decision makers. They will handle specialized requests, such as request for equipment through the Computer/Electronics Accommodations Program (CAP).


d. Requests will be granted or denied expeditiously, within 30 business days, absent extenuating circumstances. Any denials will be in writing and include specific reasons for denial. In case of denial, the individual may use an informal dispute resolution process for reconsideration.

(1) In some cases, employees may be asked to provide medical documentation. All medical information is confidential.

(2) In some instances, reassignment will be considered as a last resort means of accommodation.

5. Responsibility: The Fort Bliss EEO Office is responsible for maintaining a record keeping system. Therefore, organizations accommodating employees with disabilities are required to forward reasonable accommodation information to the EEO Office.

6. A copy of this policy will be posted on all official bulletin boards, official websites and made available upon request. Corrective action will be taken in the case of any violation of this policy. The proponent of this policy is the EEO Office, (915) 568-6066.


BRANT V. DAYLEY
COL, AD
Commanding

DISTRIBUTION:

A (less reserve component)